

The next meeting of the Franklin County Library Board is scheduled for Monday April 12<sup>th</sup> at 10:00 am in the meeting room of the Lavonia Library. The proposed agenda and the minutes of the last meeting follow.

Call to order  
Approve minutes of last meeting  
Public Comment  
Adopt Agenda  
Financial Report: Director  
Director's Report  
Local Reports: Lavonia and Royston  
Old Business:  
    Meeting Room Policies  
    SPLOST/Lavonia Lot  
New Business:  
    Election of Officers/Transition  
    Drug Free Workplace Policy  
Other business:  
    Adjourn

*Approved  
4-12-04*

## Minutes of the Franklin County Library Board

### Regular quarterly meeting of January 12, 2004

In attendance; Mr. Miller, Mr. Mathis, Ms. Andrews, Ms Ashworth, Ms. Cochran, Mr. Ginn, Mr. Slaton, Ms. Parten, and Ms. Shoemaker. Ms. Ames and Ms. Atwood represented the regional system, and Ms LeCroy and Ms. Chitwood represented the branch libraries.

10:00 The meeting was called to order with a quorum present. The minutes of 10/06/03 were approved, with the note that Mr. Slaton's name does not contain a "Y". The agenda was modified to include an update on the Lavonia lot and possible SPLOST funding and then approved.

Ms. Ames stated that approval for funding PINES at 1.25 mil had passed the Board of Regents and would go to the Legislature. A State supported courier service is also due to be voted on, which would relieve the system from the postage problem. Due to state funding reductions the material expenditures have already been dropped to \$.35/capita and the bookmobile service has been reduced. If the state carries through with the proposed 5% reduction for next year, less books will be available. As much as possible the regional system is trying to maintain funding for fixed expenses like facilities and salaries. Legal aspects of board membership, insurance, liability and the requirements of the open meeting act were discussed along with a handout from a symposium on these issues. We currently have 42% of the billing and have made 48% of the budget expenditures, which is normal at this point in the year. Ms. Atwood noted the useful mnemonic CAKE from the customer services presentation of the COMO symposium; courteous, attentive, kind, efficient. She presented a graph, which illustrated the increase in patrons at both Franklin Co. branches.

The branch libraries will be having a Grassroots children's program titled "Castles, Dragons, and Fairies" this quarter, with Royston's being weekly on Tuesdays starting 1/20. The McConnel room has a display of botanical illustrations by Dora Fox and a reception on 1/16 from 6-9pm. The new Royston city manager has expressed an interest in facilities related projects for the Royston branch, Ms. Chitwood is preparing a wish-list.

In old business, the nominating committee nominated Mr. Mathis for chairman, Ms. Shoemaker for vice-chair, and in her absence Ms. Gothard for secretary. Elections will be at the July meeting. Mr. Ginn, who is now on Carnesville city council, mentioned the possibility of a Carnesville based multi-purpose building which could contain a library facility, possibly in a nontraditional format, and possibly related to historical research. Ms. Shoemaker and Ms. Atwood have set up interim officers and bylaws for the Friends of the Lavonia Library. The next step for the Friends is to have a meeting /reception to hold elections and transfer

accounts. Ms. Ames suggested an author reading of the book, River Jordan as a center for the reception. Mr. Mathis mentioned the Welcome Neighbor meeting at the Lavonia Community Center as a possible combined forum. Details will be worked out between them.

In budget requests, the county renewed at their same funding level and Lavonia agreed to increase their share. The School Board is in a financial bind because of State cutbacks. Mr. Slaton will approach Dan Stroud about increasing their contribution to \$30K. Requests for \$1.5K from Canon and \$2K from Carnesville will be made by Ms. Cochran and Mr. Ginn respectively. The Board by consensus set salary raises and increasing hours as the top funding priorities. Ms. Ashworth and Ms. Cochran are at the end of their terms but eligible and agreeable to reappointment. Mr. Miller is not eligible for reappointment when his term ends on 5/30. Mr. Slaton, who filled the end of a term, has been pre-approved to continue on in the B of Ed post. The library managers agreed to consider prospects from among their patrons to fill the post Mr. Miller is leaving. Mr. Miller spoke to Mr. Dishman about transferring the lot next to the Carnegie library from the B of Ed. Mr. Dishman indicated they might sell for \$25K and Mr. Miller passed that, as a request to Mr. Fesperman for Lavonia to purchase it. Mr. Miller also spoke to the County Commissioners about getting the library included in a future SPLOST if it is initiated. To do this there needs to be a specific proposal and request. Mr. Ginn agreed to help get this going.

11:23 adjourned

The next meeting of the Franklin County Library Board is scheduled for Monday July 12<sup>th</sup> at 10:00 am in the meeting room of the Royston Library. The proposed agenda and the minutes of the last meeting follow. Please make every effort to attend. The July meeting has a history of being difficult to reach a quorum.

Call to order  
Approve minutes of last meeting.  
Public comment  
Adopt agenda  
Financial Report: Director  
Director's Report  
Local Reports: Lavonia and Royston  
Old Business  
    Budget/funding  
    SPLOST funding  
    Lavonia lot for parking  
New Business  
    Friends of the Lavonia Library, Inc.  
    New Director (County Commissioners)  
Other business  
Adjourn

*Approved as  
corrected  
7-12-04*

## Minutes of the Franklin County Library Board

### Regular quarterly meeting of April 12, 2004

*Parten* In attendance; Ms. Cochran, Mr. Ginn, Ms. Gothard, Mr. Mathis, Mr. Miller, Ms. *Parten*, and Ms. Shoemaker. Ms. Ames and Ms. Atwood represented the regional system, and Ms. Chitwood and Ms. LeCroy represented the branch libraries.

10:06 The meeting was called to order with a quorum present. The minutes of 1/12/04 were approved. The proposed agenda was approved with the addition of a new board member candidate being added to "new business"

Ms. Ames in her financial report stated that spending was at 72.78% of budget at 75% of the budget year. Canon is the only funding agency behind. Mr. Ginn explained that there was a conflict with the city mayor over the cutback of the bookmobile. Mr. Miller and Ms. Ames will try to resolve the problem by presenting library usage info for Canon residents. There is a board member orientation Wed. May 12<sup>th</sup> in Athens. The State maintenance and ops budget has been replaced with a State grant based on population which has large disparities in base and per capita and shows an apparent bias against regional systems. This will severely reduce State positions and funding. Ms. Parton moved and Ms. Gothard seconded a motion to draft a letter protesting the changes and particularly the disparity in treatment of systems. Motion passed unanimously. Ms. Ames will talk to Dr. McBee, the director of Higher Education on the subject. State Library Workers Day has been proclaimed by the Governor as April, 20.

Ms Atwood introduced the stickers that will replace the bookmarks used in the past for the vacation reading program. The branches have received M.S. Publisher software, which will make the production of program stickers and calendars economical. PINES funding will allow purchase of more books for the program also. The money amounts to about \$.02 per capita or \$649 for the county. Ms. Gothard moved and Mr. Ginn seconded a motion to use the available funds for books and materials. Motion passed unanimously. A Gates grant will help replace some of the older computers. Ms. Chitwood will introduce the Vacation Reading Program at RES on May 4<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup>, to the kindergarten, first and 2<sup>nd</sup>-5<sup>th</sup> grades respectively. Royston will have a meet the author program on June 5<sup>th</sup>. Ms. LeCroy will be

hosting a book sale in coordination with the newly reestablished Friends group on May 1<sup>st</sup>, and is preparing for the summer reading program.

Old Business: Meeting room policy; an organization had wanted to serve wine at a gathering in the library meeting room. Given the lack of affirmative policy and the proximity to a school "Drug and Alcohol Free" zone, Mr. Miller, representing the board, turned them down. Ms. Shoemaker moved and Ms. Gothard seconded a motion to formally prohibit alcoholic beverages in the county library meeting rooms. Mr. Miller reminded the board that the public meeting rooms have an open use policy, allowing any group that does not charge admission to use them. Vote passed unanimously. In large part due to the efforts of Ms. Shoemaker, the Lavonia Friends of the Library group is up and running. The initial organizational meeting was Feb. 17<sup>th</sup> with a book signing by Augusta Trobaugh. Mr. Mathis explained that officers had been selected and that the bylaws would be reviewed at the meeting scheduled for 5:30 April 12<sup>th</sup>. The first meeting to organize a new SPLOST was held without the Board being informed, however the board will follow up. Mr. Ginn observed that "brick and mortar" requests would allow the latitude to purchase the parking lot, renovate, physically improve and possibly expand the facilities. Mr. Miller proposed that some money could be used for the planning stages of a major expansion of the Lavonia library.

New Business: Mr. Miller proposed as the new slate of officers, on recommendation of the nominating committee; Mr. Mathis for chairman, Ms. Shoemaker for vice chairperson, and Ms. Gothard for secretary. The slate was elected unanimously. A "Drug free workplace" policy is proposed at the regional level and will require drug screening for employment and treatment for employees with problems. Mr. Miller will be leaving the board before the July meeting. Mr. Ginn suggested Nancy Patterson Buffington to replace him as representative from the County Commission. Ms. Gothard seconded her nomination and the board agreed unanimously. Mr. Ginn will approach the Commissioners to have her appointed. The Board needs a third regional representative in addition to Mr. Mathis and Ms. Gothard, Ms. Shoemaker will consider the position against her schedule. Mr. Ginn brought up future projects before the Carnesville City Council, which include a banquet hall and a historical library/museum. He asked for input on construction and funding options. Ms Ames agreed to help with information about applying for grants and other sources that apply to public facilities. The System donated two books to the County libraries in Mr. Miller's honor as departing chairman. The titles are *Jury of One*, and *The DaVinci Code*. The Board thanks Mr. Miller for his service to the cause of the library system.

11:28 meeting adjourned.

The next meeting of the Franklin County Library board is scheduled for 10:00 am, on Monday October the eleventh, in the meeting room of the Lavonia library.

The proposed agenda is:

Call to order

Approve minutes of last meeting (July 12, 2004)

Public comment

Adopt agenda

Financial report: Director

Director's report

Local reports: Lavonia and Royston

Old business

Budget/funding

Splost funding

New director for the Regional Board to Replace Wayne Miller.

New business:

Other business

Adjourn

Approved  
10-11-04

## Minutes of the Franklin County Library Board

Regular quarterly meeting of July 12, 2004

In attendance; Ms. Buffington, Ms. Cochran, Mr. Ginn, Ms. Gothard, Mr. Mathis, Ms. Parten, and Ms. Shoemaker. Ms. Ames and Ms. Atwood represented the regional system, and Ms. Chitwood and Ms. LeCroy represented the branch libraries.

10:00 Meeting called to order. Corrections to the minutes of the April meeting; Ms. Parten's name is misspelled, and Ms Cochran was the source of information about Canon's funding rather than Mr. Ginn. Minutes accepted with those corrections and agenda adapted.

Ms. Nancy Buffington was introduced as the new representative of the County Commissioners. The Board still needs a third rep. to the Regional Board.

Ms. Ames presented the financial report, which shows a \$2K surplus. The E-rate program, which saved part of the money, underwent an audit in the lee of corrupt use of the program by some organizations. The regional use was cleared with a small bookkeeping error the only exception. The State is preparing to start a courier service, which will save funds from PINES transfers. Surplus funds at the end of the year roll over into county accounts. Mr. Ginn presented a check for \$2700 from the City of Carnesville, which represents a substantial increase in funding. Mr. Ginn outlined Carnesville's proposed Civic Center and museum/library to be housed in the old high school building. He explained that the facility would complement rather than compete with the existing libraries. Ms. Ames pointed out that the County was below State standards for library space and agreed to help with information about grant resources. In reference to Canon's failure to fund the library, Ms. Ames said she would check on combining homebound visits with a bookmobile stop. Methods to demonstrate to Canon's administration, the value of the libraries to them were discussed. Ms. Ames announced that the "Change of Direction" program had derailed for lack of approval, so the State funding it would have diverted is still available. Pines will likely have a courier service with Ms. Ames goal to have a daily delivery direct to each branch. New Gates grant computers and the staff development day rounded out the Directors report.

Ms. Chitwood reported on the summer reading program, and a booth she will have at Royston Elementary's first day. Mr. Mathis pointed out that the newspaper article about the Royston Friends was good publicity and encouraged similar efforts. Ms. LeCroy reported that the new Lavonia Friends group was doing well, that there have been several much-appreciated donations and that they had had a book sale. Another sale and a charity run/walk are scheduled for the fall festival. Mr. Mathis stated that the Friends had about 60 members including businesses and that the prospects were good for continuing support. Ms. Ames

encouraged Board members to attend the Friends workshops one of which will be at Oconee Sept 22. The patron survey was presented and Ms. LeCroy announced a part time staff change and a new volunteer.

Budget and funding; Mr. Mathis stated that Mr. Slaton had approached the County Commission and received positive comments, but nothing firm. Ms. Ames said she sees a need to improve county support. It was discussed that the elections may change the response and affect the best timing of requests. Mr. Mathis and Mr. Miller had a verbal commitment of  $\frac{1}{2}$  of one percent of the upcoming proposed SPLOST for library capital improvement.

New Business: The Lavonia Friends group is set up for monthly meetings and has several projects to help the library planned. stated Mr. Mathis. Ms. Ames stressed that Friends projects that involve the facilities need to involve the Library Board and the two organizations need to work together. The Board should set policy and goals and the Friends should carry out advocacy and funding programs. Recarpeting would need approval from the city of Lavonia and the board. Ms. Chitwood asked which had priority for the Royston branch, cleaning the walls or the carpeting. The response was that the carpet showed the most need. Ms. Buffington was welcomed as the new member. There were no volunteers for the regional board so Mr. Mathis asked that the members consider the possibility.

Ms. Buffington asked what programs exist to bring in teenage readers. Ms. Atwood and Ms. Ames mentioned that the young adult librarian from Athens was available at the reading program and that if a target group could be identified, she could work with them. Ms. Buffington also asked about the availability of SAT prep materials. Ms. LeCroy and Ms. Atwood said materials as well as practice tests were available at the libraries. The existence of these materials needs to be indicated to the students who are likely to need them. Ms. LeCroy explained that she had had a few requests to unfilter "chat" to allow the use of interactive programs over the Internet. Policy allows the temporary removal of the filters for adult patrons.

Adjourned 11:20

Pam

The next meeting of the Franklin County Library Board is scheduled for 10:00 am on Monday, January tenth in the McConnell room of the Royston Library.

The proposed agenda is:

Call to order  
Approve minutes of last meeting (October 11, 2004)  
Public comment  
Adopt agenda  
Financial report: Director  
Director's report  
Local reports: Lavonia and Royston  
Budget/funding  
Splost funding  
New Director for the Regional Board to replace Wayne Miller  
New business  
Other business  
Adjourn

Ruth Parter will serve on the Regional Board.

approved as corrected  
1-10-05

## Minutes of the Franklin County Library Board Regular quarterly meeting of October 11th, 2004

In attendance: Ms. Andrews, Ms. Ashworth, Ms. Cochran, Mr. Ginn, Mr. Mathis, and Mr. Slaton. Ms. Ames and Ms. Atwood represented the regional system, and Ms. Chitwood and Ms. LeCroy represented the branch libraries.

10:05, meeting called to order with a quorum present. Mr. Ginn moved that the minutes of 7/12/04 be approved as presented, Ms. Cochran seconded, and motion passed. The proposed agenda was accepted.

Financial report: All of the funding agencies have been billed with the exception of Lavonia which has a different fiscal year. 14.6% of funding has been received and 23.44% has been expended, which is usual at this point in the year. There is money in the gift accounts, which can go to programs and materials.

Director's report: The Madison Co. library, which took severe storm damage, did not suffer damage to their collection, and is operating while repairs are being made. The Gates foundation is supplying 172 computers to the region, which should arrive in the first part of November. The staff development day went well. Training for PINES and Gallileo are ongoing. The branches received a manual about dealing with problem behavior, and have an emergency procedure manual. GA Library day will be Jan. 31 from 10:00 am to 2:00 at the capital. Ms. Ames is chairperson and would like ideas for exhibits. The region has received a \$260K grant for Latino services, which will be used to open a branch on the north side of Athens.

Ms. Atwood pointed out the trend in collection development is to do "more with less". Grassroots funding is supporting a scrap-booking program called "out of the box".

Ms. Chitwood stated that Storytime at the Royston library <sup>added a 4th yr. old</sup> was moving to the first and third Tuesdays of the month. Royston is providing a new door for the branch, which may be related to the use by NGT of the McConnell room for an occupational workshop. Ms. LeCroy said that the "Fun Run" went well as had the vacation reading program. Selecting carpet for the Lavonia branch and initiating a mystery night, had also been projects. Doris Cantrell is a new PT employee at Lavonia. Mr. Mathis stated that the city of Lavonia might pay for the recarpenting. J&J safety provided valuable help on the Fun Run.

Storytime in addition to the regular Thursday Storytime.

Old Business: Budget and funding; Ms. Cochran wrote an editorial supporting library funding. SPLOST funding at 1% could provide \$45K to each of the libraries, so it is important that it passes. The Board still needs a delegate to be a regional board member and attend the quarterly meeting in Athens. Ms. Andrews motioned that the board approve the carpet

selection for installation in the Lavonia library. Mr. Ginn seconded the motion and it passed unanimously. Ms. LeCroy explained that trustees would be available to move shelves for the carpeting work, but that it may be necessary to be closed a few days.

Ms. Ames said that the first courier contractor for PINES withdrew, and that the second is operating two days a week. She is investigating hiring a third day possibly with a separate service. Mr. Ginn said that He and Ms. Buffington were writing an article for the Hometown Neighbors publication, which would outline and explain the services available at the libraries. He said that he would appreciate the branch manager's help for the article, which will be good advertising.

10:52 Meeting adjourned.

will  
correct  
in new  
minutes